

PROPERTY OWNERS' ASSOCIATION 8<sup>th</sup> AMENDED MANAGEMENT CERTIFICATE FOR

**THE TERRACES AT ENCINO PARK OWNERS ASSOCIATION, INC.**

This Management Certificate is recorded pursuant to Section 209.004 of the Texas Property Code.

This amends all prior Management Certificates filed for this association.

*Per Texas Property Code 209.004 "The County Clerk of each county in which a Management Certificate is filed as required by this section shall record the Management Certificate in the real property records of the county and index the document as a "Property Owners' Association Management Certificate"*

State of Texas §

County of Bexar§

1. Name of Subdivision: The Terraces at Encino Park
2. Name of Homeowners Association: The Terraces at Encino Park Owners Association, Inc.
3. Location of Association: Highway 281 and Evans Road

4. Recording Data for Association: Plats filed at Bexar County  

Document #	Unit	Date Filed
980084206	1	
20000196769	2A	11/17/2000
20000196770	2A pg 2	
20020268144	2B	2/22/2002
20020268145	2B pg 2	
20020465483	3	11/15/2002
20020465484	3 pg 2	
20030291330	4	11/7/2003
2003291331	4 pg 2	
20040234070	5	10/11/2004
20010234071	5 pg 2	

5. Recording Data for Declaration: Declaration of Covenants, Conditions and Restrictions filed at Bexar County, Document # 98-0124920, 7/20/1998

Amendments al filed at Bexar County

Amendment #	Document #	Filed Date
1 <sup>st</sup>	99-0183522	9/28/1999
2 <sup>nd</sup>	2000-0215672	12/22/2000
3 <sup>RD</sup>	2001-0084965	5/22/2001
4 <sup>TH</sup>	2001-0143711	6/14/2001
5 <sup>TH</sup>	20020282282	3/13/2002
6 <sup>TH</sup>	2002-0188412	12/16/2002

7 <sup>TH</sup>	2003-0303804	12/21/2003
8 <sup>TH</sup>	2004-02854-1	11/15/2004

Landscape and Irrigation Easement filed at Bexar Co.  
On 8/21/2001 under Doc# 20010147955, Book 9023,  
Page 1468.

8. Additional Documents: Certificate of Filing and Articles of Incorporation  
filed with the Secretary of State of Texas

Bylaws are filed at Bexar County under Book 9303, page 231.

Previously filed Resolutions:

Resolution of the Board of Directors Regarding Assessment Collections signed 1/23/2006.

Collection Policy and Violation Policy effective 1/1/2009

Statement of Towing Policy Effective 8/1/2009

Resolution of the Board of Directors Regarding Assessment Collections certified 1/23/2006

Association Pool Rules

Resolutions/Policies:

Administrative Resolution No. 2008001 Collection Policy effective 12/15/2008.

Administrative Resolution No. 2008002 Violation Policy effective 1/1/2009

Record Retention Policy

Records Inspection Policy

Payment Plan Policy

Email Registration Policy

Guidelines: Architectural Guidelines for: Solar Panels, Flag Poles, Rain Barrels and Religious Symbol  
Displays

Resolutions/Policies/Guidelines are filed at the county under Book 16620, page 1

Collection Policy

Violation Policy

Record Retention Policy

Records Inspection Policy

Payment Plan Policy

Email Registration Policy

Membership Voting Policy

Guidelines for Drought Resistant Landscaping and Natural Turf

Conflict of Interest Policy

Guidelines for Flag Display

Religious Items Display Guidelines

Solar Energy Device Guidelines

Roofing Material Guidelines

Rainwater Collection Guidelines

Application of Payments Policy

The documents listed below effective 9/23/2015 are filed under Document Number  
20150206128:

Standby Electric Generators Guidelines

Solar Energy Device Guidelines  
Electronic and Telephonic Action Policy  
Payment Plan Policy

Billing Policy and Payment Plan Guidelines dated 1/26/2017 are filed under Doc# 20170018831.

Billing Policy and Payment Plan Guidelines dated 11/13/2018 are filed under Doc# 20180225422

7. Mailing Address and Contact Information for the Association and the Managing Agent:

Spectrum Association Management  
17319 San Pedro Ave, #318  
San Antonio, TX 78232  
contact@spectrumam.com  
210-494-0659  
[www.spectrumam.com/homeowners](http://www.spectrumam.com/homeowners)

8. Fee(s) related to Property Transfer:

- Administrative Transfer Fee - \$200.00
- Resale Package = \$375.00
  - Rush for Resale Package:
    - 1 business day = \$120.00 / 3 business days = \$95.00
  - Add a Rush to an existing order = \$75.00 + Cost of a Rush
  - Update for Resale Package:
    - 1-14 days = \$15.00 / 15-180 days = \$50.00
- Statement of Account only = \$120.00
  - Rush for Statement of Account only:
    - 1 business day = \$110.00 / 3 business day = \$85.00
  - Update for Statement of Account only:
    - 1-30 days - No Cost / 31-45 days = \$50.00 / 46-90 days = \$50.00

**Prospective purchasers are advised to independently examine the Declaration, Bylaws, and all other governing documents of the Association, together with obtaining an official Resale Certificate, and performing a comprehensive physical inspection of the lot/home and common areas prior to purchase.**

THE PURPOSE OF THIS CERTIFICATE IS TO PROVIDE INFORMATION SUFFICIENT FOR A TITLE COMPANY TO CORRECTLY IDENTIFY THE SUBDIVISION AND TO CONTACT ITS GOVERNING ASSOCIATION. THIS CERTIFICATE DOES NOT PURPORT TO IDENTIFY EVERY PUBLICLY RECORDED DOCUMENT AFFECTING THE SUBDIVISION, OR TO REPORT EVERY PIECE OF INFORMATION PERTINENT TO THE SUBDIVISION. NO PERSON SHOULD RELY ON THIS CERTIFICATE FOR ANYTHING OTHER THAN INSTRUCTIONS FOR CONTACTING THE ASSOCIATION IN CONNECTION WITH THE TRANSFER OF TITLE TO A HOME IN THE SUBDIVISION. THE REGISTERED AGENT FOR THE ASSOCIATION IS ON FILE WITH THE TEXAS SECRETARY OF STATE.

Signed this 13<sup>th</sup> day of November, 2021.

The Terraces at Encino Park Owners Association, Inc.

By: Shelby Welch  
Shelby Welch (of Spectrum Association Management), Managing Agent

State of Texas §

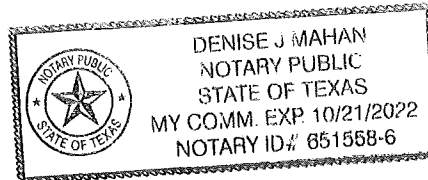
County of Bexar §

This instrument was acknowledged and signed before me on 13<sup>th</sup>  
November, 2021 by Shelby Welch, representative of Spectrum Association

Management, the Managing Agent of The Terraces at Encino Park Owners Association, Inc., on behalf of  
said association.

Denise J Mahan  
Notary Public, State of Texas

**After Recording, Return To:**  
**Spectrum Association Management**  
**Attn: Transitions**  
**17319 San Pedro Ave., Ste. #318**  
**San Antonio, TX 78232**



**File Information**

**eFILED IN THE OFFICIAL PUBLIC eRECORDS OF BEXAR COUNTY  
LUCY ADAME-CLARK, BEXAR COUNTY CLERK**

**Document Number:** 20210309172  
**Recorded Date:** November 04, 2021  
**Recorded Time:** 10:28 AM  
**Total Pages:** 5  
**Total Fees:** \$38.00

**\*\* THIS PAGE IS PART OF THE DOCUMENT \*\***

**\*\* Do Not Remove \*\***

Any provision herein which restricts the sale or use of the described real property because of race is invalid and unenforceable under Federal law

STATE OF TEXAS, COUNTY OF BEXAR

I hereby Certify that this instrument was eFILED in File Number Sequence on this date and at the time stamped hereon by me and was duly eRECORDED in the Official Public Record of Bexar County, Texas on: 11/4/2021 10:28 AM



*Lucy Adame-Clark*  
Lucy Adame-Clark  
Bexar County Clerk